



**Pakistan International Airlines**  
Supply Chain Management –Purchases Tech-Comm  
1<sup>st</sup> Floor, SCM Building  
PIAC Head Office Karachi Airport.  
Tel: +92-21-9904-4483/4423, Fax: 92-21-34570120  
E-mail: hakim.jan@piac.aero

Tender Ref # **22010212**  
Date: **08.04.2022**  
Tender Fee. PKR 8000/=

**Invitation for Tender and Instructions to Bidders**

M/S \_\_\_\_\_

**SUB: PROCUREMENT OF BOOM MIKE HEAD SET QTY 300**

Dear Sirs,

We are pleased to invite your sealed tenders for the items listed in the attached schedule-A. In case of more than one schedule separate tender for each schedule should be furnished.

The terms & conditions of the tender / supplies are given below:-

**A) SUBMISSION OF TENDER**

1. You are required to send / drop your sealed tender by observing the following:

- It is on **Single Stage Two Envelope Basis**.
  - ➔ Both envelopes should be separately sealed, (and marked as)
  - ➔ Technical Proposal and Financial Proposal
- Bids should be dropped in the box placed at the entrance of Main Building (P&L) marked as “**Tender Box Commercial Purchases**”. Latest by **(09-May-2022), Monday, until (10:30 )Hrs**  
Bids shall be opened on the same day **at (11:00 hours)**.
- Bids may also be sent through registered A/D mail / Courier, which must reach before the closing date and time (mentioned above) on the following address:

General Manager-Procurement  
1<sup>ST</sup> Floor SCM Building PIA Head Office  
Karachi Airport-75200  
JIAP **KARACHI**, Pakistan

- Tenders received after stipulated date & time shall not be considered. The Corporation will not be responsible for postal delays. The decision of General Manager P&L in this respect shall be final and binding.

Sign & Official Seal of Bidder

## B). PREPARATION OF TENDER

The Tenders should contain two envelopes. Each envelope should be sealed individually as follows:

- Technical Proposals should contain \*:
  - a. Technical Literature / Brochures.
  - b. Samples (if applicable)
  - c. Authority Letter (In the name of Rep. of Participating Co)
  - d. Tender Fee. [P.O. of PKR 8000/= ]
  - e. Signed **Copy** of **Duly Filled** Page: [Only Page No. 5 ]  
i.e. → **“Mandatory Requirements, Affidavit & Check List”**
- Financial Proposals should contain\*:
  - a. Prescribed Tender Form (All Pages mentioning Rates/ Quotes).  
[Each page should be filled, signed & bearing company's seal].
  - b. Copies of all Applicable Certificates.  
[NTN, GST, ISO, etc ]
  - c. P.O. of Earnest Money **2 %** of the Bid.
- Financial Proposals shall remain sealed and in the custody of PIA until the evaluation report (on basis of Technical literatures & samples) is issued by Competent Evaluation Committee (CEC).
- Evaluation Report shall be uploaded on PIA / PPRA website for 10 days for bidders to contest (if they need). They may lodge their grievances to grievance committee within this stipulated time.
- Financial Proposal so opened shall be of only those bidders declared **“Technically Qualified”** by the (CEC), on the date notified later. Remaining Financial Proposals shall be **returned un-opened**.

\* **Note:** Non-submission of above required docs shall make the bid liable for **REJECTION**, even found **at any stage**.

## C). ACCEPTANCE / REJECTION OF TENDER

PIA does not pledge herself to imperatively accept the lowest bid, but reserves the right:

- To accept or reject any or all bids / quotations (by assigning a reason);
- To divide business among more than one supplier; or
- To accept the tenders at rates on lowest individual items; or
- To extend the date of opening with assigned proper reason.

## D). REGISTRATION / CERTIFICATION:

Bidders **MUST** be registered with or certified by

- a. Taxation Authorities (GST/ NTN). [ Attach copy]
- b. Authorization from the Principal (if Authorized Agent / Distributor).[Attach Copy]  
[Original may be asked to show at time of tender opening]
- c. PIA through Procurement Management. ( If Pre-Qualified earlier)

**[Note: Non-Prequalified bidder is NOT DEBARRED to participate in tender]**

Sign & Official Seal of Bidder

**E) FINANCIAL MATTERS:**

a. Followings **MUST** be attached with the tender documents:

- Tender Fee **Rs. 8000/=** [Please Attach in Technical Bids].
- Earnest Money **2%** of the bid. [Please Attach in Financial Bids].

b. Successful bidders (upon award of Contract / Purchase Order) shall submit an amount equivalent to **05%** of total tender value as interest free **Security Deposit** in shape of Pay Order, in the name of **M/s PAKISTAN INTERNATIONAL AIRLINES.**

c. Or a Bank Guarantee duly countersigned by the Head Office issuing Bank, and shall remain valid for 3-months after the expiry period of the Contract.

The Earnest Money submitted with the tender can be converted into Security Deposit, and balance amount shall be deposited accordingly.

d. Earnest / Security Money deposited against a running contract (s) Purchase Orders(s) shall not be transferable as earnest money for any other tender.

e. All tenders without Earnest Money shall not be considered.

Note: **Under PPRA Rule 38A, (Incorporated newly by PPRA Authority),**

- i) A bidder may offer unconditional discount, in percentage of their quoted price or Bids, before opening of the financial proposal.
- ii) The discounted bid price shall be considered as original bid for evaluation being integral part of the bid.
- iii) No offer of discount shall be offer after the bids are opened.

f. Instructions for Foreign Bidders:

1. **Foreign Bidders are exempted from Tender Fee & Earnest Money.**
2. **INCO TERM: FOR/CFR -KARACHI PAKISTAN OR FOB ANY PIA DESTINATIONS**
3. The quote must specify delivery time after placement of Purchase Order.
4. Payment terms will be **NET THIRTY DAYS (NTD) as per PIA policy.**
5. Bids should be submitted through proper Courier service if bidder indents to quote from out of Karachi.  
→ **BIDS THROUGH E-MAIL SHALL NOT BE ENTERTAINED.**  
**Quote validity must be 120 days.**

Yours truly,

**For Pakistan International Airlines  
Hakim Jan**

**Dy.GM Purchase Technical Commercial**

**Email: hakim.jan@piac.aero**

**Ph: +92-21-99044483**

Sign & Official Seal of Bidder

**Encl:**

1. Tender Schedule-A
2. Mandatory Requirement / Terms & Conditions
3. Undertaking
4. Integrity Pact

**Notes:** Prescribed Tenders form may also be downloaded from [www.piac.com.pk](http://www.piac.com.pk) and [www.ppra.org.pk](http://www.ppra.org.pk)

**Tender Schedule "A"**

**Tender Ref # 22010212**

PARTICULARS (Specifications)	UOM	QTY	MAKE / MODEL	ORIGIN	UNIT RATE <small>PKR / USD / GBP / OTHERS</small>	GST <small>As Applicable</small>	EXTENDED VALUE <small>PKR / USD / GBP / OTHERS</small>	REMARKS
1-P/N 64300-219 with Jack P/N XLR4-32 Boom Mike Head Set	EA	300						
					<b>Total</b>			
Offered delivery schedule: _____ .					<b>2 % Earnest Money</b>			
					<b>Grand Total</b>			

**Note:** Please avoid cutting / over writing, using correction fluid while filling in this Tender Schedule.

Authorized Signatures (of the Bidder): \_\_\_\_\_

Official Seal of the Company: \_\_\_\_\_

## MANDATORY REQUIREMENTS

### AFFIDAVIT & CHECK LIST

**FOR TENDER REF: 22010212**

1	<b>We are participating as:</b> ( <b>Tick</b> as applicable ) Manufacturer / Producer / Authorized Distributor / Whole Seller / General Order Supplier / None on All.	Our Principals are M/ s: _____ [Note: Please attach Copy as applicable]
2	We are registered with following Authorities and our <b>Registration Numbers are:</b> → → → → _____ <b>Note:</b> 1. Please write ' N/ A ' where Not Applicable. 2. Please attach Copies of notified Documents.	<b>GST</b> : _____ <b>NTN</b> : _____ <b>ISO</b> : _____ <b>PSQCA</b> : _____ <b>OTHERS:</b> _____
3	<b>We have attached:</b> <b>Note:</b> [Don't write any amount in Earnest Money's column, if it is Single Stage Two Envelp Bid]	Tender Fee (Rs) : _____ [In Tech. Prop] * Earnest Money: <u>xxx</u> [In Finan. Prop] ** [Please <b>Do Not write Amount</b> here]
	* P.O / CR. No _____ Drawn on Bank: _____ Branch: _____ ** P.O / CR. No _____ Drawn on Bank: _____ Branch: _____	
4	Offered item will be from Fresh Stock and Minimum Expiry shall be (1) One Years.	
5	Our offered item(s) contains Warranty / Guarantee.	No / Yes _____ Years / Months (By Manufac.)
6	<b>Product Specific "MANDATORY" Requirements</b>	
	<b>Size:</b> _____ <b>Color:</b> _____ <b>Brand Equivalent To:</b> _____ We are submitting Quality Samples Qty _____ ea along with our Technical bid.	
7	We shall make deliveries free of all charges, and as per schedule given in tender / Purchase Order.	
8	We are quoting <b>JUST ONE RATE</b> (inclusive of all taxes, mentioned separately) that are firm & final in all respects, and shall be valid for <b>120 days</b> countable from the date of tender opening.	
9	We have attached (duly signed and affixed sealed) <b>Integrity Pact</b> on our letter head. The same shall be submitted by us (along with <b>Contract Agreement</b> ) on Stamp Paper if tender is awarded to us.	
10	We are agreed for Payment terms <b>Net Thirty Days</b> (NTD), and Income Tax deduction at source.	
11	We understand that the required quantities may be increased / decreased by 15 %.	
12	I / We do hereby affirm that: <ul style="list-style-type: none"><li>▪ I / we have read and understood the terms and conditions of the tender as mentioned above &amp; agreed that our bid is in line with the terms and conditions of this tender.</li><li>▪ Whatever is written above is true to the best of my knowledge and belief.</li><li>▪ I / we are fully aware that my / our bid may be rejected if; at any time, any of the entry is found wrong / false.</li><li>▪ This tender is filled in; the signature &amp; affixing the company's seal on all pages are by me.</li></ul>	

Name : \_\_\_\_\_ Designation \* : \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ E-Mail : \_\_\_\_\_

Cell No: \_\_\_\_\_ Tel No : \_\_\_\_\_ Fax No: \_\_\_\_\_

Authorized Signature (Bidder): \_\_\_\_\_ Company's Seal : \_\_\_\_\_

\* **Note:** Please specify whether you are signing as:

: Sole Proprietor or Attorney → (if Proprietorship)

: Active Partner or Attorney → (if Registered under Partnership Act)

: Secretary / Director / Manager → (if Registered under Company's Ordinance)

**(To be submitted on Rs. 100 Stamp Paper)**

General Manager Procurement & Logistics  
Procurement & Logistics Department  
Pakistan International Airlines.  
Karachi

**Subject: Undertaking to Execute Contract**

Dear Sir,

1. We/I, the undersigned bidders do hereby confirm, agree and under take to do following in the event our / my tender for supply of

\_\_\_\_\_ to PIA is approved and accepted:

2. That we / I will into and execute the formal contract, a copy of which has been supplied to us / me, receipt whereof is hereby acknowledge and which has been studied and under stood by me / us without any change, amendment, revision or addition thereto, within a period of seven days when required by PIA to do so.
3. That all expense in connection with the preparation and execution of the contract including stamp duty will be borne by us / me.
4. That we / I shall deposit with PIA the amount of security as specified in the contract which shall continue to e held by PIA until three months after expiry of the contract period.
5. That in event of our / my failure to execute the formal contract within the period of seven days specified by PIA the Earnest money held by PIA shall forfeited and we / I shall not question the same.

Bidders Signature\_\_\_\_\_

Name in full \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Phone / Fax # \_\_\_\_\_

CNIC \_\_\_\_\_

Seal \_\_\_\_\_

Date \_\_\_\_\_

## **INTEGRITY PACT / DISCLOSURE CLAUSE**

**(To be submitted on Company's Letterhead)**

Declaration of Fees, Commissions and Brokerage Etc. Payable by the Suppliers, Vendors, Distributors, Manufacturers, Contractor & Service Providers of Goods, Services & Works \_\_\_\_\_ the Seller / Supplier / Contractor hereby declares its intention not to obtain the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative sub-division or agency thereof or any other entity owned or controlled by it (GOP) through any corrupt business practice.

Without limiting the generality of the forgoing the Seller / Supplier / Contractor represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan, except that which has been expressly declared pursuant hereto.

The Seller / Supplier / Contractor certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

The Seller / Supplier / Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be void-able at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by Government of Pakistan in this regard, the Seller / Supplier / Contractor agrees to indemnify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Pakistan in any amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by the Seller / Supplier / Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of Pakistan.